

## **Job Description**

**Job Title:** Part-Time Public Safety Telecommunicator (Dispatcher)

**Hours of Work:** Part-Time, holidays and weekends  
7:00am – 7:00pm ET and 7:00pm – 7:00am ET

**Rate of Pay:** \$11.00 per hour

### **Job Duties:**

- Receive and transmit radio communications, dispatch personnel, respond to request and provide assistance as needed.
- Operate computerized telecommunication equipment at the communications control room, monitor communications systems and transmit messages.
- Assist public by responding to emergency calls; provide first-aid direction and other emergency assistance.
- Route and log telephone calls, disseminate information to deputies, law enforcement agencies, fire and emergency personnel.
- Other duties as may be assigned.

### **Knowledge Skills and Abilities**

Knowledge of law enforcement procedures applicable to assigned duties. Skill in operation of communication equipment including radio, teletype and computer. Ability to define problems, collect data, establish facts and draw valid conclusions; express oneself orally and speak distinctly over radio and telephone; record and maintain accurate records; and think and act promptly in emergencies.

### **Minimum Requirements**

Must be 18 years of age, U.S. citizen, and have a high school diploma or GED. Must pass drug screen and background check. Must type 35 wpm. Must obtain 911 Public Safety Telecommunicator certification, granted by the Florida Department of Health, within twelve months of employment.